



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY  
Maxwell Air Force Base Alabama 36112-6332

24 September 2004

MEMORANDUM FOR ALL CAP PERSONNEL

FROM: CAP/CC

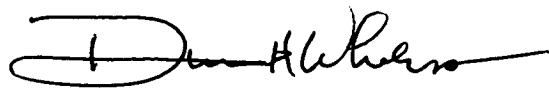
SUBJECT: CONTINUED PAPERWORK REDUCTION INITIATIVES

1. Under Major General Bowling's leadership, the Paperwork Reduction Advisory Board was formed. While this group has subsequently dissolved, during its tenure it proposed a number of paperwork reduction initiatives that were approved by the National Board and the National Executive Committee at various meetings over the past 3 years.
2. One of those initiatives has recently borne fruit, and I am pleased to inform you that the following CAP paper forms may now be transmitted via e-mail without a person's signature on them. **Instead, the name, title, and unit of the signing authority will be placed in the body of the e-mail and the signature block of the form when transmitting these forms as e-mail attachments.** Forms may be transmitted through multiple echelons, and to National Headquarters, using this method. **Electronic versions of our forms in Microsoft Word format that can be filled in on a computer are available from our website ([http://level2.cap.gov/visitors/member\\_services/publications/forms\\_word.cfm](http://level2.cap.gov/visitors/member_services/publications/forms_word.cfm)).**
3. Some of the following forms are not intended to be transmitted, but are for record-keeping purposes. These forms (or the data they contain) may now be stored on a computer, electronically, without the need for a paper copy. **Good computing practices dictate the need for regular backups, however, if this method is chosen as an alternative to paper.**
4. The forms to which this policy applies are:

Form	Form Name	Form	Form Name
2	Request for Promotion Action	2A	Request for and Approval of Personnel Action
2B	Personnel Action Request - Termination of CAP Membership	7	Cadet Orientation Flight Consolidation Report
7T	Tow Flight Consolidation Report	8	Requisition for Publications and Blank Forms
11	Senior Member Professional Development Program Director's Report	17	Application for Senior Member Activities
19A	Request for CAP Photo Identification Card	20	Encampment Report

Form	Form Name	Form	Form Name
24	Application for Senior Member Professional Development Awards	25	The Frank G. Brewer CAP Memorial Aerospace Award
26	Civil Air Patrol Safety Improvement or Hazard Report	27	Organizational Action
27B	Organizational Action - Overseas Cadet Squadrons	33	Civil Air Patrol Radio Discrepancy Notice
34	Chaplain Statistical Report	34A	Wing Chaplain Statistical Report
35	Civil Air Patrol Chaplain Application	38	Property Document Register
45	Senior Member Master Record	45B	Senior Member Professional Development Record
46	Professional Development Course Materials Order Form	48	Religious Interview Guide
50	Cadet Progression Evaluation	52-1	Cadet Programs Phase I Certification
52-2	Cadet Programs Phase II Certification	52-3	Cadet Programs Phase III Certification
52-4	Cadet Programs Phase IV Certification	58	Nomination for Cadet of the Year
60	Emergency Notification Data	66	Cadet Master Record
82	Counterdrug Monthly Activity Report	100	Request for Operational Mission Specialty Qualification Card, CAPF 101
105	CAP Radio Message Form	109	Ground Team Clearance
110	Ground/Air Point to Point Log	112	Single Task Evaluation
113	Field Expedient Team Task Book	120	Recommendation for Decoration
122	Search and Rescue Mission Report	126	Unit AE Examination Administration Record and Report Form
127	Monthly Certification Report	190-1	Public Affairs Officer's Quarterly Report

5. You will notice that a number of our more frequently used forms are on this list, such as the Form 2, 2A, 17, 24, 27, and 120. This policy represents a significant reduction in the paperwork burden to you, our members in the field.
6. This policy also represents one of a number of on-going initiatives in our efforts to reduce our paperwork burden. Work continues by our National Headquarters staff and national committees to study electronic signatures so that we may eventually eliminate our paper forms. We are also working on creating online electronic processes as substitutes for some of these forms, which may be used instead of the forms as soon as they become available in the near future.
7. We remain, as always, extremely grateful for your continued dedication to our great organization, and thank you for your continued efforts.



DWIGHT H. WHELESS  
Major General, CAP  
Commander